



SUMMER

# NEWSLETTER

2010

## HAPPY NEW YEAR!!!! ??

The new fiscal year starts July 1 and it promises to be a great one – filled with challenges and opportunities! How you choose to meet those challenges and opportunities is up to you! We recommend enrolling in some classes now to sharpen your knowledge, skills and abilities.

### **PDS Catalog for FY 11 is Now Online**

The new PDS class schedule is now online at <http://learnatpds.iowa.gov>. Accessing information is easy to do. Click on the calendar links for the immediate classes – or – look up the class by course title or category from the navigational links on the left-hand side of the site.

Your training liaison is also a key to getting you enrolled in a class and/or a certificate program. If you don't know who your training liaison is, you'll find a list on the [PDS website](#) – or – simply ask us and we'll get you connected.

### **How May We Help You?**

Customer service is at the heart of Performance & Development Solutions and you can count on the PDS team to provide it at every turn. PDS provides dozens of workshops, special sessions, [computer classes](#), e-learning courses, coaching and webinars to the state's workforce, local government and nonprofit organizations. Between our [five certificate programs](#) and the nationally-accredited [Certified Public Manager](#) program, PDS has something for everyone.

[Brian Mayer](#) is the friendly voice you hear when you call PDS. He's the one who will help you out of jam if you have trouble enrolling in a class. He's also the one to advise you when you need help determining what program will be right for your needs. He is extremely well-versed in all the PDS classes, their learning outcomes and objectives. He can be reached at 515-286-5456 or via e-mail at [pds@iowa.gov](mailto:pds@iowa.gov)

Jami Kline, supervisor at Glenwood Resource Center, recently worked to bring PDS classes on-site. She said, "Working with Brian was just great. He is so organized and pays attention to all the details. We are extremely pleased to be able to have the education come to us rather than having to travel to Des Moines. We really appreciate Brian's help."



### **Give Us a Call!**

As program coordinator for PDS, [Judy Akre](#) oversees the day-to-day operations, trains many PDS classes, along with marketing PDS products and services. Judy enjoys the fast-pace and varied duties in her position and especially likes to provide relevant learning opportunities to employees. If you have a specific need, give Judy a call at 515-281-6383 or contact her via e-mail at [judy.akre@iowa.gov](mailto:judy.akre@iowa.gov).



In the meantime, what are you waiting for? It's time to get crackin' and [sign up](#) for some summer sessions. We'll see **YOU** in class!

For a complete listing of our upcoming workshops,  
check out our [website](#).

## Receive E-Mail Updates Directly from PDS

Sign up now to receive PDS notices, updates, and specials directly to your e-mail in-box. Simply click [here](#) to send your request to the PDS mailbox. We'll get you signed up and keep you in the know!

## Is it Time to Tune Up Your Performance Evaluations?

Feedback and progress reports are valued by all employees but sometimes a supervisor can feel overwhelmed by the process. The [Performance Evaluation class](#) on August 26 helps break down the steps needed to fulfill the state-specific requirements of your role as supervisor. You will learn how to:

- ♦ Communicate performance expectations in objective terms
- ♦ Write goals/strategies, performance criteria, action steps and timetables
- ♦ Provide positive and negative feedback
- ♦ Monitor an employee's progress during the evaluation period

[Performance Evaluation  
\(NC 401\)](#)

8:30 - 4:30 ♦ \$115  
August 26, 2010

## CPM Program Next Cohort Starts in July

Are you thinking of a way to polish your professionalism? Want to "kick it up a notch"? Look to the Certified Public Manager certificate program. This nationally-accredited program is run in partnership with the College of Business and Public Administration at Drake University. Completing the CPM program will also qualify for nine graduate hours in the Drake MPA program.



**Cohort 14 begins July 27.** Application deadline is June 30. Call for more information, or if you need an extension on the deadline.

## CPM Cohort #11 Graduates

Congratulations are in order! July 8th marks a big milestone for the following participants in CPM Cohort 11:

- ♦ Ami K. Anderson, Polk County
- ♦ Jacob R. Anderson, Sioux County
- ♦ Jeffrey C. Goerndt, DNR
- ♦ Philip E. Groner, ICN
- ♦ Anthony Jefferson, Polk County
- ♦ Constance Kinnard, Dallas County
- ♦ Chad W. Leonard, Dallas County
- ♦ Frank K. Marasco, Polk County
- ♦ Matthew T. Mardesen, City of Granger
- ♦ Philip J. Mescher, DOT
- ♦ Craig O'Riley, DOT
- ♦ Rachel Orris, DAS-HRE
- ♦ John N. Rowen, Polk County
- ♦ Tim R. Stiles, Des Moines Int'l. Airport